

# Project Modification Requests

**This page is left blank by intent.**

## ICJI Egrants Creating a Project Modification Request Quick Start Guide

This Quick Start Guide may be used when one or more of the following circumstances arise, requiring you to create a Project Modification Request within Egrants:

- A change(s) between budget categories: Changes that exceed 10% of total project cost. (Total project cost is the sum of the ICJI, project income and applicant's match funds.)
- A change(s) to purchase additional items or other items that were not included in the approved project budget. For subgrants over \$30,000, such changes which exceed \$1,500, and for subgrants under \$30,000, such changes which exceed \$300.
- A change(s) to the personnel positions listed in the approved project budget including major salary reductions and increases.
- A change which affects the project's objectives or scope (e.g. a change in the target population and/or services to be provided). Minor changes in a project are to be reported on the Quarterly Progress Report.
- A change in dates of the project's duration. There will be no extension of duration for RASA funds.

ICJI must receive your original signed modification request at least 30 days prior to the end of your grant to ensure ICJI's consideration of the request. In the last 30 days of the project period, exceptional requests for modification may be considered, but only if a detailed justification for the late request accompanies the request and ICJI finds the justification merits its consideration. No modification requests will be considered or approved if they are received by ICJI after the end of your grant.

**Please note:** Once the modification is approved, it becomes the current document. You can still view the original application/continuation in Egrants, but the modification contains the current information, once approved.

1. Access the **ICJI Egrants website** by going to **[www.in.gov/cji/](http://www.in.gov/cji/)**

2. If the page you go to does not look exactly like this, you are not at the right spot. If you need assistance, please call ICJI Egrants Support at (317) 234-HELP or toll-free at (800) 382-1095. Click on this link.

The screenshot shows the IN.gov website header with navigation links for various government departments. Below the header is a search bar and a banner for the Indiana Criminal Justice Institute (ICJI) Egrants System. The main content area features a large graphic with the text 'Introducing Egrants System Apply for Funding Online' and a 'learn more' button. A red arrow points to the 'Apply for Funding Online' link in the left navigation menu. The right side of the page contains 'Online Services' and 'Stay Connected' sections.

3. You are transferred to the “Site Access” screen. To enter Egrants enter your User ID and Password and click on the Login button and you are transferred to the “Egrants Main Menu “ screen.

The screenshot shows the 'ICJI Egrants Site Access' login screen. It features a 'User ID' field, a 'Password' field, and a 'Login' button. Below the login fields are buttons for 'Register', 'Change Password', and 'Forgot Password'. A yellow box on the right side of the screen contains the following text: 'To Enter Egrants: Enter your User ID and Password and click on the Login button and you are transferred to the “Welcome to ICJI Egrants” screen.' At the bottom of the page, there is a footer with contact information for EGRANTS Support (UAT) and a copyright notice for the Indiana Criminal Justice Institute.

You are transferred to a “Welcome to ICJI Egrants” screen with tabs across the top. Click on the Project Management tab or the first Quick Link in the body of the screen.

System will time out at: 10:31:40 AM.  
Remaining time: 18:54

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

Welcome to ICJI Egrants!  
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

Egrants

Please send technical comments and problems to [EGRANTS.Support@IATJ](#)  
©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited.

You are transferred to the “Project Management Search” screen. Enter the Grant ID number and click on the Search button.

The screenshot shows the Egrants Project Management Search interface. At the top, there is a navigation bar with 'Main Menu', 'User Management', 'Funding Announcement', 'Project Management', and 'Work Manager'. Below this is a search bar with 'Search Program Monitoring'. The main section is titled 'PROJECT MANAGEMENT SEARCH' and contains search criteria: Grant ID (empty), Applicant Agency ([All]), Recipient / Allocation Agency (empty), Funding Announcement ([All]), and Keywords ([All]). A 'Search' button is located below the criteria. To the right, there are 'Quick Searches' for 'Applications In Process (4)' and 'Awarded Projects - Active (6)'. At the bottom, a table displays search results with columns for Grant ID, Applicant Agency, Title, and Receipt Date. The first row shows Grant ID 1010 for 'Grace House'.

Grant ID	Applicant Agency	Title	Receipt Date
1010	YWCA of Greater Indianapolis	Grace House	09/28/2011
1009	YWCA of Greater Indianapolis	Rugburns and barked shins	09/28/2011
1008	YWCA of Greater Indianapolis	Victim Services for Immigrants	09/28/2011
1007	YWCA of Greater Indianapolis	Test...	09/28/2011

The grant is displayed in the grid at the bottom of the screen. Click on the hyperlink.

This screenshot shows the same Egrants Project Management Search interface, but with the Grant ID field filled with '1004'. The 'Search' button is highlighted with a red arrow. The search results table now displays a single entry for Grant ID 1004, which is circled in red. The table has columns for Grant ID, Applicant Agency, Title, and Receipt Date.

Grant ID	Applicant Agency	Title	Receipt Date
1004	YWCA of Greater Indianapolis	Bullying Prevention	09/28/2011

You are transferred to the Main Summary screen. To create a Project Modification Request, click on the Create Project Modification Request (PMR) button.

The screenshot shows the Egrants system interface for the Indiana Criminal Justice Institute (ICJI). At the top, there is a navigation bar with the Egrants logo and the ICJI logo. Below the navigation bar, there is a header section with the text "Back Button will not take you back pages, instead use the application menus and controls." and a "Logoff" button. The main content area displays the following information:

- Grant ID: 1004
- Project Title: Bullying Prevention
- Status: Open - Awarded
- Fund Announcement: [Safe Haven](#)

Below this information, there is a "PROJECT SUMMARY" section with four links:

- [CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).
- [CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).
- [CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).
- [CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Below the links, there is a section titled "Select the document link to access the details (i.e. Budget, Main Summary, Contract report...)." with a table:

Phase	Documents	Start	End Dates	Status
1004	<a href="#">Create Project Modification Request (PMR)</a>			
	<a href="#">Application</a>	11/1/2011 - 10/31/2012		Open - Awarded

A red arrow points to the "Create Project Modification Request (PMR)" button in the table. Below the table, there is a "View Issues/Comments" button. At the bottom of the page, there is a footer with the text "Please send technical comments and problems to [ICJI EGRANTS Support \(CAI UAT\)](#). ©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited."

A confirmation box appears asking you to make sure you want to create a Project Modification.

The confirmation box is titled "Create Project Modification Request (PMR) Confirmation". It contains the following text:

ICJI must receive your original signed modification request at least 30 days prior to the end of your grant to ensure ICJI's consideration of the request. In the last 30 days of the project period, exceptional requests for modification may be considered, but only if a detailed justification for the late request accompanies the request and ICJI finds the justification merits its consideration. No modification requests will be considered or approved if they are received by ICJI after the end of your grant.

Please complete all sections (Summary, Budget, Justification and Performance Measures) by entering the requested changes and switching the section status to complete. If you have no changes to make to a particular section, just change the section status to complete. Once all section statuses are marked complete, click the Submit Modification button to transmit your project modification request to ICJI for consideration.

Your modification is not considered officially submitted until you click the submit button and the status changes to Open-Received and, if necessary, your signed modification request is received by ICJI. Additionally, modification requests must be submitted through Egrants and received by ICJI at least 30 days prior to the end of the project. Your Program Manager will contact you with additional information and next steps regarding your modification request.

These instructions will also be available by clicking the Help button in the upper right corner of the modification summary screen.

Press **Continue** to create the PMR  
Press **Cancel** to Abort

At the bottom of the box, there are two buttons: "Continue" and "Cancel".

When you choose "Continue" on the above confirmation, you are transferred to the "Modification Summary" screen.

**MODIFICATION SUMMARY**

Please complete all sections and click the Submit Modification Button to transmit your modification request to ICJI for consideration.

Section Name	Status	Point Value	Last Update
<a href="#">Budget Detail</a>	In Process	5	11/10/2011 9:32:12 AM
<a href="#">Main Summary Information</a>	In Process	0	11/10/2011 9:32:12 AM
<a href="#">Performance Indicators</a>	In Process	95	11/10/2011 9:32:12 AM

Select each section listed and update any information as required for your PMR.

**Please note:** For the Main Summary Information Section, you must have the Program Creator role.

**Example of the Main Summary Information section:** update required fields and make any corrections. Set the section's Completion Status to "Complete" when changes are finished.

The screenshot displays the 'MODIFICATION DETAILS' page in the Egrants system. The page header includes the 'Egrants' logo and 'Indiana Criminal Justice Institute ICJI'. A system message in the top right corner states: 'System will time out at: 09:55:56 AM. Remaining time: 18:52'. The main navigation bar includes 'Main Menu', 'User Management', 'Funding Announcement', 'Project Management', and 'Work Manager'. The current page is 'Project Modification', with sub-links for 'Monitoring/Audit/Fiscal Details/Reporting Requirements'. The page shows details for Grant ID: 1004, Project Title: Bullying Prevention, and Fund Announcement: Safe Haven. The 'MODIFICATION DETAILS' section includes:
 

- Section Point Value: 0
- Completion Status: **In Process** (circled in red)
- SubGrant ID: 2011-VF-01
- Applicant Agency: YWCA of Greater Indianapolis
- FID #: 23-1370514
- Recipient Agency: YWCA of Greater Indianapolis
- Project Director: Mr Sam Smith (dropdown menu)
- Financial Officer: Brother Al Church (dropdown menu)
- Primary Contact: Miss Ann Helper (dropdown menu)
- Additional Contacts (0-ICJI)
- Program Staff Contact: Ms. Stephanie Edwards
- Fiscal Contact: Ms. Stephanie Edwards
- Listing of Signatories: Add New Signatory button, Name/Title columns
- Phase: Initial
- Submitted By: **Initial** (dropdown menu, circled in red)
- Submitted Date: \*
- Modification Award Amount: \* (empty field, circled in red)
- Project Start Date: 11/1/2011
- Project End Date: \*
- Signature Page Received Date: \*
- Returned Date: \*
- Justification of Requested Modification: \* (empty text area, circled in red)

 At the bottom, there are buttons for 'Save', 'Save And Continue Editing', 'Delete', and 'Cancel'. A footer note says: 'Please send technical comments and problems to ICJI EGRANTS\_Support@ICJI.UT. ©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited.'

When entering Egrants after creating a Project Modification Request, you will note the grid at the bottom of the “Project Summary” screen now includes a hyperlink to the Modification as well as the original application. As we mentioned at the beginning of this Quick Start Guide, the Modification becomes the current document, once approved (Status shows as Open-Awarded).

**Egrants** Indiana Criminal Justice Institute **ICJI**

System will time out at: 10:23:35 AM. Remaining time: 19:26

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1004 Project Title: Bullying Prevention  
 Status: Open - Awarded Fund Announcement: [Safe Haven](#)

**PROJECT SUMMARY**

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).  
[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).  
[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).  
[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1004	<a href="#">Create Project Modification Request (PMR)</a>		
	<a href="#">Modifications 1</a>	11/1/2011 - 4/1/2012	Open - Draft
	<a href="#">Application</a>	11/1/2011 - 10/31/2012	Open - Awarded

[View Issues/Comments](#)

Please send technical comments and problems to [ICJIEGRANTS.Support@ICJIA.UT](#)  
 ©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited.

When you click in the Modification link, you are transferred to the “Modification Summary” screen. Click on the hyperlink of the section that requires changes.

**Egrants** Indiana Criminal Justice Institute **ICJI**

System will time out at: 10:26:58 AM. Remaining time: 19:51

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project](#) | [Modification](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1004 Project Title: Bullying Prevention  
 Status: Open - Draft Fund Announcement: [Safe Haven](#)

**MODIFICATION SUMMARY**

Please complete all sections and click the Submit Modification Button to transmit your modification request to ICJI for consideration.

Section Name	Status	Point Value	Last Update
<a href="#">Budget Detail</a>	In Process	5	11/10/2011 9:32:12 AM
<a href="#">Main Summary Information</a>	Complete	0	11/10/2011 9:58:58 AM
<a href="#">Performance Indicators</a>	In Process	95	11/10/2011 9:32:12 AM

[View Contract](#) | [Preview Signature Page](#) | [Submit Modification](#) | [Withdraw Modification](#) | [View Issues/Comments](#) | [Cancel](#)

You will be transferred to the section that needs modified. Make the necessary changes, change the Completion Status to “Complete” and click on the Save button at the bottom of the screen.

System will time out at: 10:31:35 AM  
Remaining time: 19:54

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

[Project Modification](#) | [Monitoring/Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1004      Project Title: Bullying Prevention  
Status: Open - Draft      Fund Announcement: [Safe Haven](#)

PERFORMANCE INDICATORS

Section Point Value: 95  
Completion Status: **In Process**

Created By: Brother Al Church      Created Date: 11/10/2011 9:32:12 AM  
Last Update By: Brother Al Church      Last Update Date: 11/10/2011 9:32:12 AM

Project Phase Target

1. Established by ICJI  
1.1. Reduce the number of fatalities involving a driver or motorcycle operator with BAC of 0.08 or higher  
1.2. Decrease the number of drivers age 15 to 20 involved in fatal crashes

2. Established by Subgrantee

Add New Performance Indicator

View History | Save | Save And Continue Editing | Return to Project Summary

You will be transferred to the “Modification Summary” screen. When finished making Modifications to the various sections, click on the Preview Signature Page button, print out the “Project Modification Request” form for signature and forward by U.S. Mail to ICJI.

For **ALL** modification requests, the Project Director and Financial Officer must sign page one. Page two may or may not be required as discussed below:

**Signatures are required on page two of the request in the following situations:**

1. A requested modification to the project period
2. A requested modification to the total award amount
3. A requested change of the project’s scope or objective

And finally, click on the Submit Modification button at the bottom of the page to submit the modification to ICJI. (Note: All section statuses must be set to “Complete”. (Also, please note the requirement for a response to Faith Based Organization Question on the next page.)

System will time out at: 10:34:43 AM  
Remaining time: 19:43

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

[Project Modification](#) | [Monitoring/Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1004      Project Title: Bullying Prevention  
Status: Open - Draft      Fund Announcement: [Safe Haven](#)

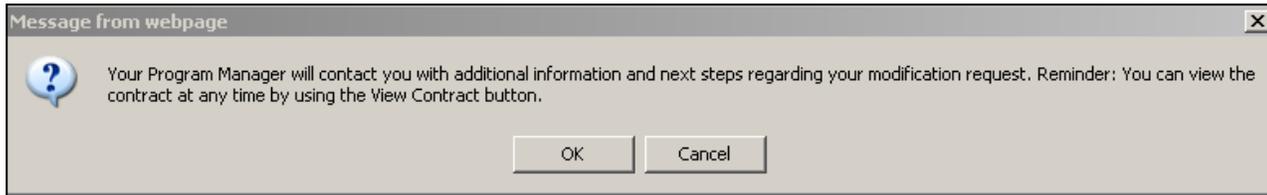
MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to ICJI for consideration.

Section Name	Status	Point Value	Last Update
<a href="#">Budget Detail</a>	Complete	5	11/10/2011 10:10:12 AM
<a href="#">Main Summary Information</a>	Complete	0	11/10/2011 9:58:58 AM
<a href="#">Performance Indicators</a>	Complete	95	11/10/2011 10:10:01 AM

View Contract | **Preview Signature Page** | **Submit Modification** | Withdraw Modification | View Issues/Comments | Cancel

You will receive a pop-up reminder to print out the Signature page and mail it to ICJI. Click on **OK** to close the box.



### Faith Based Organization Question

Note: ICJI now asks every Applicant, Recipient and Allocation Agency to provide information for reporting purposes only regarding Faith Based Agencies. If you as Applicant, Recipient, or Allocation Agency have not previously supplied responded either “Yes” or “No” to the question displayed on the Confirmation Screen below, you will be required to select one of the three values before submitting your Project Modification Request.

### Confirmation Screen

**Is {Agency Name} a Faith Based Agency?**

We are asking that you provide this information for reporting purposes only.  
Your answer will not influence the grant review or approval process.

Please send technical comments and problems to [ra-EGRANTSsupport@state.pa.us](mailto:ra-EGRANTSsupport@state.pa.us).  
©2001 Pennsylvania Commission on Crime and Delinquency. All rights reserved. Unauthorized Access Prohibited.



Back Button will not take you back pages, instead use the application menus and controls.

Logoff

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Agencies](#) | [Individuals](#) | [Groups](#) | [Extracts](#)

AGENCY DETAILS

[Process As Duplicate](#) | [View History](#) | [Save](#) | [Delete](#) | [Cancel](#)

Agency Name: *	<input type="text" value="XYZ"/>	Last Update By: Mr. David Gin
Eligible to Apply for Grants:	<input checked="" type="checkbox"/>	Last Update Date: 10/12/2011 9:31:31 AM
Federal ID Number:	<input type="text" value="123456789"/>	Status: <input type="text" value="Active"/>
Preferred Contact Method:	<input type="text" value="Work"/>	
Agency Type:	<input type="text" value="Educational (Not SSHE)"/>	
DUNS Number:	<input type="text" value="123456789"/>	
Faith Based Agency: *	<input type="text" value="Yes"/>	
JURIS Number:	<input type="text" value="Unknown"/>	
ORI Number:	<input type="text" value="I Choose Not to Answer"/>	
Funding Agency:	<input type="text" value="Yes"/>	
Email Address:	<input type="text" value="dcc@mail.com"/>	
Fiscal Year Ending (last day of):	<input type="text" value="December"/>	
Agency Cleared?	<input checked="" type="checkbox"/>	
US Congressional District:	<input type="text" value="IN02"/> (Ex: PA02)	